

## Frequently Asked Questions

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1. **How can I obtain a Georgia license?** A license can be obtained by two ways: examination or reciprocity. You may also [download applications and other forms](#) from the Board's website at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber).
2. **How much does it cost to obtain a license?** The fee schedule may be found on the Board's website at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber). **All application fees are non-refundable.**
3. **Obtaining licensure by examination:**
  - a) If you graduated from a barber school or if you completed an apprenticeship program in Georgia, you will need to contact PSI to register to take the examination. They will provide you with the applications, fees, exam content, dates and locations of examinations and grade notifications. Contact PSI using one of the following methods:
    - Via the Internet 24 hours a day at [www.psiexams.com](http://www.psiexams.com).
    - Using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267.
    - With a PSI registrar at (800) 733-9267, available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time.
  - b) Once you have taken and passed both sections of the examination, you may apply for a master barber's license. Applications for licensure and may be found at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber).
  - c) Please be advised that passing the written and practical examination does not guarantee licensure. All criminal convictions and board sanctions must be reviewed by the Board as a consideration for licensure.
  - d) Incomplete applications will delay processing. Please review the checklist of items on your application.
  - e). **The Georgia State Board of Barbers does *not* accept school or apprentice hours from any other state.**
  - e) **Examination questions:**
  - f) What happens if I fail one or both parts of the examination?  
You may retake only the portion failed. Contact PSI to register to retake the examination part(s) that you failed. Contact PSI using one of the following methods:

- Via the Internet 24 hours a day at [www.psiexams.com](http://www.psiexams.com).
  - Using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267.
  - With a PSI registrar at (800) 733-9267, available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time.
- g) Once approved, is there a time frame or time limit to take the examination? There is no time frame or limit as to when and the number of times the exam may be taken.
- h) Is there a wait period before I can retake the examination? The application for examination lists possible examination dates and application deadlines. You may determine the week you would like to retake the exam, based on the exam deadlines.
- i) If I checked YES to a sanction question, does this have to be cleared before I am allowed to take the examination? No, you may sit for examination. However, the Georgia State Board of Barbers will have to review this matter before you can be licensed.
- j) I am not satisfied with my examination results, or I believe I was graded unfairly, what can I do? You must contact PSI using one of the following methods:
- Via the Internet 24 hours a day at [www.psiexams.com](http://www.psiexams.com).
  - Using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267.
  - With a PSI registrar at (800) 733-9267, available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time.

**k) How can I obtain an application for licensure?**

You may also [download applications and other forms](http://www.sos.ga.gov/plb/barber) from the Board's website at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber).

**How much does it cost to obtain a license?**

The fee schedule may be found on the Board's website at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber).  
**All application fees are non-refundable.**

**l) What are the Board's endorsement/reciprocity requirements?**

The Georgia State Board of Barbers has "Endorsement," and therefore, will accept licensees from other states **with similar licensure requirements** and having no disciplinary action against their license. The Georgia State Board of Barbers does not endorse licenses from Alabama, California, District of Columbia, Hawaii, New York, Nevada, Oklahoma, or Washington. For all other states, endorsement may be granted or denied on an individual basis in accordance with the law.

Please note you must provide verification of licensure from each state/country of licensure. One of the license(s) must be **active** when you submit your application for endorsement. Also, the active license must be from a reciprocal state or country. Out of country applications require board review. All documents must be translated in English.

All Instructor endorsement applications must go before the board for approval. The Instructor must have been issued a Georgia master level license in their profession before he/she can apply to endorse an instructor license.

**m) Do I have to take an examination?**

All licensees must take an examination or be licensed in by endorsement/reciprocity. Those that are licensed by endorsement must produce documentation that examinations were administered.

**n) How can I request that a certification/verification of my license be sent to another state?**

- a) All requests for certification/verification of a license must be requested in writing. Such requests must include your name, license number, and the name and address of the state board in which you are requesting that the certification/verification be sent. Please submit your written request along with the \$25.00 fee to the Board office at the following address:

Georgia State Board of Barbers  
237 Coliseum Drive  
Macon, Georgia 31217

- b) To request verification of school or apprentice training hours, download the Request for Verification of Training Hours form at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber). Complete the form and submit it along with the \$25.00 fee.

**o) License Renewal Information:**

- a) Will I receive notification regarding license renewal?
- Yes, you will receive a courtesy reminder approximately six (6) weeks prior to the expiration date of your license. **However, it is your responsibility to renew your license every two (2) years on or before the expiration date. Be sure to keep your mailing address and email address current with the Board.**
  - License expiration dates:
    - Master Barbers – December 31 of even numbered years
    - Barber Instructors – June 30 of odd numbered years
    - Barber Schools – June 30 of odd numbered years
    - Barber Shops – June 30 of odd numbered years
- b) How do I renew my license?

- Once the renewal period has been opened by the Professional Licensing Boards Division, **you may renew your license via our website** with a credit card. The website is [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber). Click on the License Renewal icon and follow the instructions. You will be asked a series of questions including whether or not you have received a conviction or board sanction since the last renewal and whether or not you are a U.S. citizen. Read the questions carefully so that you do not answer a question incorrectly by mistake. **Renewing your license via the website is the fastest way to renew your license.**
  - **Paper renewals are not automatically mailed to licensees.** A paper renewal form may be requested by the licensee either by calling the Board office at 478-207-2440, or requesting a form in writing from the Board office.
- c) If I have mailed in my renewal with the appropriate fee, can I begin working?
- **NO!** It does not suffice to have a copy of your renewal application and proof of payment to the Board. Your license must be current before you can work in Georgia.
- d) What happens if I don't renew my license? If a license is not renewed, the license is placed in lapsed-late renewal status. An individual who continues to practice with an expired license **is** in violation of the law and may be subject to a fine, a public disciplinary action, and/or criminal prosecution. A license that is not renewed within the late lapsed renewal period will become lapsed and will require an application for reinstatement. *See Rule 70-6-.04*
- p) Barber Shop Questions.**
- a) Do I need to hold a Master Barber license in order to own a barber shop? No.
- b) How do I apply for a shop license?
- Submit an application for barber shop license along with the application fee. Application forms may be found at [www.sos.ga.gov/plb/barbers](http://www.sos.ga.gov/plb/barbers).
  - Please note: **Incomplete applications will delay processing.** Please be sure to review the required checklist of items.
- c) If I have mailed in my application with the appropriate fee, can I open my shop or begin working?

- **NO!** It does not suffice to have a copy of your application and proof of payment to the Board. You must be issued a license before you can begin work or open a shop.
- **Anyone performing services in the shop must have an active license.** Verification of a license may be found at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber). It is the responsibility of the shop owner to ensure that each person performing services has a license to provide those services.
- Shop licenses and individual licenses must be posted in the shop.

d) Does Georgia license mobile shops? **No.**

e) Can I open a shop in my home?

- Yes, you may open a shop in your home; however, you must meet the requirements of all state laws and board rules.
- **A pre-license inspection is required for home salons.**

f) Can I open a barber shop in a flea market?

- Yes, however, all barber shops are required to meet all of the requirements of a barber shop which are listed in the state law and Board rules. These requirements include all physical and sanitation and disinfection requirements.
- **A pre-license inspection is required.**

g) Is a shop license the same as a business license?

- No. You must obtain a business license in the county or city in which you are opening your establishment.
- Changes in name, location, address, or ownership of a salon/shop requires a new application for licensure.

h) Who is responsible for the barber shop?

- The barber shop owner is responsible for ensuring that all state laws and board rules are followed. The state laws and board rules may be found on the board's website at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber). Barber shops are subject to random inspections. Citations will be issued to shops found to be in violation of the laws and rules. The fine schedule for violations may be found in Board Rule 70-6-.05.

q) **Apprentice Questions**

- a) Does Georgia have an apprentice license? Yes.
- b) To apply for an apprentice license, download the Barber Apprentice Application at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber). Complete the application and submit it along with the application fee.
- c) Please note: **Incomplete applications will delay processing.** Please be sure to review the required checklist of items.
- d) How long must I apprentice before I can take the exam?  
Apprentice training must be a minimum of 18 months and 3,000 clock hours.
- e) How do I record my apprentice training hours and where do I send my reports?
- Download the appropriate training form at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber) and have your master barber record your hours daily, and maintain the record at the shop where you are working for inspectors to view upon request. It is the master barber's responsibility to keep the training records; however, you should keep a copy of your training for your own records.
  - When you have completed your apprenticeship, mail the completed training form to:  

Georgia State Board of Barbers  
237 Coliseum Drive  
Macon, Georgia 31217
- f) I have an apprentice license and I want to change Masters or the shop. What do I need to do?
- Download a new apprentice application and complete and follow the instructions for change of master or shop. Submit the completed application along with the application fee. The form may be found at [www.sos.ga.gov/plb/barber](http://www.sos.ga.gov/plb/barber).
  - Any time you change Master or shop or complete your program, submit your hours to the Board office.
  - Please note: **Incomplete applications will delay processing.** Please be sure to review the required checklist of items.
- g) How many times can I renew my apprentice license? **Only one time.** The maximum time for holding an apprentice license is four (4) years.
- h) I have completed my apprentice hours, what do I need to do now?

- Send all original transcripts of hours to the Board office along your request for a letter of eligibility to test with PSI.
- Please note: **Incomplete applications will delay processing.** Please be sure to review the required checklist of items.

i) Can I train more than one apprentice at a time?

- **No.** A master may apprentice only one person at a time. Also, only one apprentice is allowed per barbershop.

r) **If my application is denied, am I entitled to a refund?**

Fees submitted with applications are processing fees and are non-refundable.